



Revision number: 1

Purchasing Agent: BRENDA VELDEVERE (801) 538-3142 or bveldevere@utah.gov

**ITEM: IMAGISTICS DIGITAL COPIERS EQUIPMENT – STATWIDE COVERAGE - ALL SEGMENTS**

VENDOR: 94143A IMAGISTICS INTERNATIONAL INC./TCM DIGITAL SOLUTIONS  
332 EAST 3300 SOUTH  
SALT LAKE CITY UT 84010

INTERNET ADDRESS: [www.imagistics.com](http://www.imagistics.com)

TELEPHONE: (801) 412-6417

FAX NUMBER: (801) 487.9421

CONTACT: CORRIE CHASE

EMAIL: [Corrie.Chase@Imagistics.com](mailto:Corrie.Chase@Imagistics.com)

BRAND/TRADE NAME: IMAGISTICS

PRICE: SEE ATTACHED PRICE LIST

PRICE GUARANTEE PERIOD: 1 YEAR THROUGH 04/20/2004

TERMS: NET 30

EFFECTIVE DATES: 04/21/2003 THROUGH 04/20/2005

DAYS REQUIRED FOR DELIVERY: 7 BUSINESS DAYS ARO

MINIMUM ORDER: ONE UNIT

OTHER CONDITIONS: CONTRACT PERIOD IS FOR TWO YEARS, WITH THREE ONE-YEAR OPTIONS TO RENEW AFTER 04/20/2005. (POTENTIAL MAXIMUM CONTRACT END DATE 04/2008.)

ORIGINATING SOLICITATION: BV3905 OPENED 03/04/2003 AT 2:00 P.M.

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REVISION #1: PLEASE NOTE THAT TCM AND IMAGISTICS HAVE MERGED THEIR OPERATIONS.

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**TO USE THIS CONTRACT, PRE-AUTHORIZATION IS REQUIRED.**

All State Agencies are required to compare a minimum of three digital copier contractors for the appropriate segment and then make their purchasing determination based on a best value analysis taking in consideration their individual needs including, but not limited to, price, customer service, maintenance, delivery, etc. State Agencies must then complete the 63A-2-105 Copier Request Form and submit to Brian Jenson (with comparison documentation) for approval prior to ordering any copier from the contractor. Please fax your copier request form to Brian Jensen at (801) 801.965.6035. A copy of the copier request form is located at the end of this contract information sheet.



**State of Utah  
Contract  
AR1651**



## **IX2700 Digital Copier**

### **AR1651 Copier Equipment**

### **PD1652 Maintenance & Supplies**

- |                                     |                              |
|-------------------------------------|------------------------------|
| ➤ Pages per month maximum:          | Up to 6,000                  |
| ➤ Scan once, print many:            | Real digital not an analog   |
| ➤ First copy time:                  | 12 Seconds                   |
| ➤ Maximum original size:            | 8.5 x 14                     |
| ➤ Minimum to maximum copy size:     | 5.5 x 8.5 x 11 to 8.5 x 14   |
| ➤ Zoom Range:                       | 25% to 400% in 1% increments |
| ➤ Minimum paper supply:             | 250 sheets capacity          |
| ➤ Paper weights:                    | 16 to 28 lbs                 |
| ➤ Drawers:                          | Front loading and adjustable |
| ➤ Resolution:                       | 600 x 600 dpi                |
| ➤ Automatic document feeder or RADF | 50 sheet capacity            |
| ➤ Bypass tray:                      | 50 sheet capacity            |
| ➤ Duplex                            | Automatic                    |

**Pricing includes, delivery, installation and training.**

Equipment Configuration	Purchase Price
IX2700 –17 Copies Per Minute	
50 Sheet Automatic Document Feeder	
250 Sheet Paper Drawer	
50 Sheet Bypass	
600 x 600 dpi Resolution	<b>1,099.00</b>

Options	Purchase Price
250 Sheet Second Paper Cassette	225.00
Embedded NIC (Internet fax for ix2700)	210.00
32 MB Printer Memory	30.00
64 MB Printer Memory	50.00
128 MB Printer Memory	75.00
Plain Stand	150.00

Equipment Maintenance Agreement
(Includes all labor, parts & toner does not include staple or paper supplies)
Cost Per Copy (No monthly minimum)

**.0198**

**Corrie Chase**  
**Government Account Specialist**  
**Phone: (801) 412-6400**  
**Fax: (801) 487-9421**  
**E-Mail: corrie.chase@imagistics.com**



**State of Utah  
Contract  
AR1651**



**IM2020 Digital Copier**

**AR1651 Copier Equipment      PD1652 Maintenance & Supplies**

- Pages per month minimum: Up to 100,000
- Scan once, print many: Real digital not an analog
- First copy time: 5.3 Seconds
- Maximum original size: 11 x 17
- Minimum to maximum copy size: 5.5 x 8.5 x 11 to 11 x 17
- Zoom Range: 25% to 400% in .1% increments
- Minimum paper supply: 1,100 sheets capacity
- Paper weights: 15 to 24 lbs
- Drawers: Front loading and user adjustable
- Offset stacking output tray
- Resolution: 600 x 600 dpi
- Automatic document feeder or RADF 80 sheet RADF
- Bypass tray: 150 sheet capacity
- Duplex Optional Automatic
- Criss-Cross Sorting

**Pricing includes, delivery, installation and training.**

<b>Equipment Configuration</b>	<b>Purchase Price</b>
IM2020 – 20 Copies Per Minute – 32 MB Memory	
Platen Cover	
Dual 550 Drawer	
150 Sheet Bypass	
Copier Stand	
Digital Sort	
600 x 600 dpi Resolution	<b>1,595.00</b>

<b>Options</b>	<b>Purchase Price</b>
Reversing Automatic Document Feeder	542.00
Multi-Position Stapling Finisher	668.00
Hole Punch Option	438.00
Saddle Stitch Option	970.00
2 x 550 Sheet Universal Cassette	596.00
2,700 Sheet Large Capacity Cassette	458.00
Automatic Duplex Unit	121.00
Output Bin Option	40.00
Job Separator	100.00
PCL6 Print Controller	318.00
10/100 Base T NIC	354.00
Centronics Port	76.00
Scan Kit Option	288.00
Scan/Internet Fax Kit Option	1,270.00
PS3 Upgrade	520.00

<b>Equipment Maintenance Agreement</b>	
<b>(Includes all labor, parts &amp; toner does not include staple or paper supplies)</b>	
Cost Per Copy (No monthly minimum)	<b>.0099</b>

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**State of Utah  
Contract  
AR1651**



## IM2520 Digital Copier

### AR1651 Copier Equipment

### PD1652 Maintenance & Supplies

- Pages per month minimum: Up to 120,000
- Scan once, print many: Real digital not an analog
- First copy time: 5.2 Seconds
- Maximum original size: 11 x 17
- Minimum to maximum copy size: 5.5 x 8.5 x 11 to 11 x 17
- Zoom Range: 25% to 400% in .1% increments
- Minimum paper supply: 1,100 sheets capacity
- Paper weights: 15 to 24 lbs
- Drawers: Front loading and user adjustable
- Resolution: 600 dpi x 600 dpi
- Automatic document feeder or RADF: 80 sheet RADF
- Bypass tray: 150 sheet capacity
- Duplex: Automatic and stackless/trayless
- Automatic tray switching
- Criss-Cross Sorting

**Pricing includes, delivery, installation and training.**

Equipment Configuration	Purchase Price
IM2520 – 25 Copies Per Minute – 32 MB Memory	
Reversing Automatic Document Feeder	
Automatic Duplex Unit	
Criss-Cross Sorting	
Dual 550 Sheet Drawer	
Plain Stand	
150 Sheet Bypass	<b>3,154.00</b>

Options	Purchase Price
32 MB Copier/Printer Memory	104.00
64 MB Copier/Printer Memory	208.00
128 MB Copier/Printer Memory	416.00
40 GB Hard Drive (Requires NIC)	462.00
Multi-Position Stapling Finisher	668.00
Hole Punch Option	438.00
Saddle Stitch Option	970.00
2 x 550 Sheet Universal Cassette	596.00
2,700 Sheet Large Capacity Cassette	458.00
PCL6 Print Controller	318.00
10/100 Base T NIC	354.00
Centronics Port	76.00
Scan Kit Option	288.00
Scan/Internet Fax Kit Option	1,270.00
PS3 Upgrade	520.00

Equipment Maintenance Agreement (Includes all labor, parts & toner does not include staple or paper supplies)	
Cost Per Copy (No monthly minimum)	<b>.0070</b>

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**State of Utah  
Contract  
AR1651**



**IM3520 Digital Copier**

**AR1651 Copier Equipment      PD1652 Maintenance & Supplies**

- Pages per month minimum: Up to 150,000
- Scan once, print many: Real digital not an analog
- First copy time: 4.8 Seconds
- Maximum original size: 11 x 17
- Minimum to maximum copy size: 5.5 x 8.5 x 11 to 11 x 17
- Zoom Range: 25% to 400% in .1% increments
- Minimum paper supply: 1,100 sheets capacity
- Paper weights: 15 to 24 lbs
- Drawers: Front loading and user adjustable
- Resolution: 600 dpi x 600 dpi
- Automatic document feeder or RADF: 80 sheet RADF
- Bypass tray: 150 sheet capacity
- Duplex: Automatic and stackless/trayless
- Automatic tray switching

**Pricing includes, delivery, installation and training.**

<b>Equipment Configuration</b>	<b>Purchase Price</b>
IM3520 – 35 Copies Per Minute – 32 MB Memory	Segment 2C
Reversing Automatic Document Feeder	(does not include finisher)
Automatic Duplex Unit	
Criss-Cross Sorting	<b>3,695.00</b>
Dual 550 Sheet Drawer	
Plain Stand	Segment 3A
150 Sheet Bypass	(includes Stapling Finisher)
	<b>4,364.00</b>

<b>Options</b>	<b>Purchase Price</b>
32 MB Copier/Printer Memory	104.00
64 MB Copier/Printer Memory	208.00
128 MB Copier/Printer Memory	416.00
40 GB Hard Drive (Requires NIC Card)	462.00
Hole Punch Option	438.00
Saddle Stitch Option	970.00
2,700 Sheet Large Capacity Tray	458.00
PCL6 Print Controller	318.00
10/100 Base T NIC	354.00
Centronics Port	76.00
Scan Kit Option	288.00
Scan/Internet Fax Kit Option	1,270.00
PS3 Upgrade	814.00

<b>Equipment Maintenance Agreement</b>	
<b>(Includes all labor, parts &amp; toner does not include staple or paper supplies)</b>	
Cost Per Copy (No monthly minimum)	<b>.0070</b>

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## im3510 Digital Copier

### AR1651 Copier Equipment      PD1652 Maintenance & Supplies

- Pages per month minimum: 15,000
- Scan once, print many: Real digital not an analog
- First copy time: 6 Seconds
- Maximum original size: 11 x 17
- Minimum to maximum copy size: 5.5 x 8.5 x 11 to 11 x 17
- Zoom Range: 25% to 400% in 1% increments
- Minimum paper supply: 1,000 sheets capacity
- Paper weights: 17 to 24 lbs
- Drawers: Front loading and user adjustable
- Offset stacking output tray
- Resolution: Scan: 400 dpi, output: 600 dpi
- Automatic document feeder or RADF 50 sheet capacity
- Bypass tray: 50 sheet capacity
- Duplex Automatic and stackless/trayless
- Automatic tray switching
- Single position stapling

**Pricing includes, delivery, installation and training.**

Equipment Configuration	Purchase Price
im3510 – 35 Copies Per Minute – 64 MB Memory	
Automatic Document Feeder	
Duplex Unit	
Simple Finisher	
1 - 500 Sheet Fixed Drawer	
1 – 500 Sheet Universal Drawer	
1 – 2,000 Sheet Large Capacity Drawer	<b>3,773.00</b>

Options	Purchase Price
Saddle Stitch Finisher Folder with 3 Hole Punch (no bypass)	1,200.00
Fax Expansion Kit with JBIG Compression	417.00
8 MB Additional Fax Memory	76.00
Network Scanner Kit	289.00
10/100 T Base NIC Card	232.00
PS3 Expansion (for Post Script)	155.00
64 MB Memory	25.00
128 MB Memory	35.00
256 MB Memory	67.00

Equipment Maintenance Agreement (Includes all labor, parts & toner does not include staple or paper supplies)	
Cost Per Copy (No monthly minimum)	<b>.0070</b>

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**State of Utah  
Contract  
AR1651**



**im4510 Digital Copier**

**AR1651 Copier Equipment PD1652 Maintenance & Supplies**

- Pages per month minimum: 25,000
- Scan once, print many: Real digital not an analog
- First copy time: 7 Seconds
- Maximum original size: 11 x 17
- Minimum to maximum copy size: 5.5 x 8.5 x 11 to 11 x 17
- Zoom Range: 25% to 400% in 1% increments
- Minimum paper supply: 1,000 sheets capacity
- Paper weights: 17 to 24 lbs
- Drawers: Front loading and user adjustable
- Offset stacking output tray
- Resolution: Scan: 400 dpi, output: 600 dpi
- Automatic document feeder or RADF 50 sheet capacity
- Bypass tray: 50 sheet capacity
- Duplex Automatic and stackless/trayless
- Automatic tray switching
- Single position stapling

**Pricing includes, delivery, installation and training.**

<b>Equipment Configuration</b>	<b>Purchase Price</b>
im4510 –45 Copies Per Minute – 64 MB Memory	
Automatic Document Feeder	
Duplex Unit	
Simple Finisher	
1 - 500 Sheet Fixed Drawer	
1 – 500 Sheet Universal Drawer	
1 – 2,000 Sheet Large Capacity Drawer	<b>4,431.00</b>

<b>Options</b>	<b>Purchase Price</b>
Saddle Stitch Finisher Folder with 3 Hole Punch (no bypass)	1,200.00
Fax Expansion Kit with JBIG Compression	417.00
8 MB Additional Fax Memory	76.00
Network Scanner Kit	289.00
10/100 T Base NIC Card	232.00
PS3 Expansion (for Post Script)	155.00
64 MB Memory	25.00
128 MB Memory	35.00
256 MB Memory	67.00

<b>Equipment Maintenance Agreement</b>	
<b>(Includes all labor, parts &amp; toner does not include staple or paper supplies)</b>	
Cost Per Copy (No monthly minimum)	<b>.0070</b>

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**State of Utah  
Contract  
AR1651**



## IM4720 Digital Copier

### AR1651 Copier Equipment PD1652 Maintenance & Supplies

- Pages per month minimum: Up to 250,000
- Scan once, print many: Real digital not an analog
- First copy time: 4 Seconds
- Maximum original size: 11 x 17
- Minimum to maximum copy size: 5.5 x 8.5 x 11 to 11 x 17
- Zoom Range: 25% to 400% in 1% increments
- Minimum paper supply: 3,800 sheets capacity
- Paper weights: 16 to 24 lbs
- Drawers: Front loading and user adjustable
- Resolution: 600 x 600 dpi
- Automatic document feeder or RADF: 100 sheet capacity
- Bypass tray: 50 sheet capacity
- Duplex: Automatic and stackless/trayless
- Single position stapling

**Pricing includes, delivery, installation and training**

Equipment Configuration	Purchase Price
IM4720 - 47 Copies per Minute - 64 MB Memory	
Electronic Document Feeder	
Single Position Finisher	
2 - 550 Sheet Drawer	
Duplex Cabinet with 1- 2,7000 Sheet Capacity Drawer	<b>5,843.00</b>

Options	Purchase Price
Multi Position Finisher with Folding	3,264.00
Mail-bin Finisher	1,928.00
Multi-Position Stapling Finisher	1,103.00
Duplex Cabinet with 2 x 500 Sheets	808.00
3,000 Sheet Large Capacity Cassette	586.00
Legal Size LCT Kit	84.00
Business Size Check Feeder	42.00
Personal Size Check Feeder	42.00
Embedded Print Controller	1,322.00
Controller 20 GB Hard Drive	601.00
10/100 Base T NIC	390.00
Token Ring Bridge (Requires NIC)	650.00

Equipment Maintenance Agreement (Includes all labor, parts & toner does not include staple or paper supplies)	
Cost Per Copy (No monthly minimum)	<b>.0065</b>

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**State of Utah  
Contract  
AR1651**



**IM5520 Digital Copier**

**AR1651 Copier Equipment      PD1652 Maintenance & Supplies**

- Pages per month minimum: 350,000
- Scan once, print many: Real digital not an analog
- First copy time: 4 Seconds
- Maximum original size: 11 x 17
- Minimum to maximum copy size: 5.5 x 8.5 x 11 to 11 x 17
- Zoom Range: 25% to 400% in .1% increments
- Minimum paper supply: 3,800 sheets capacity
- Paper weights: 16 to 24 lbs
- Drawers: Front loading and user adjustable
- Resolution: 600 dpi
- Automatic document feeder or RADF 100 sheet capacity
- Bypass tray: 50 sheet capacity
- Duplex Automatic and stackless/trayless
- Automatic tray switching
- Single position stapling

**Pricing includes, delivery, installation and training**

<b>Equipment Configuration</b>	<b>Purchase Price</b>
IM5520 - 55 Pages per Minute - 64 MB	
Electronic Document Feeder	
Single Position Finisher	
2 - 550 Sheet Drawer	
Duplex Cabinet with 1- 2,7000 Sheet Capacity Drawer	<b>5,640.00</b>

<b>Options</b>	<b>Purchase Price</b>
Multi Position Finisher with Folding	3,264.00
Mail-bin Finisher	1,928.00
Multi-Position Stapling Finisher	1,103.00
Duplex Cabinet with 2 x 500 Sheets	808.00
3,000 Sheet Large Capacity Cassette	586.00
Legal Size LCT Kit	84.00
Business Size Check Feeder	42.00
Personal Size Check Feeder	42.00
Embedded Print Controller	1,322.00
Controller 20 GB Hard Drive	601.00
10/100 Base T NIC	390.00
Token Ring Bridge (Requires NIC)	650.00

<b>Equipment Maintenance Agreement</b>	
<b>(Includes all labor, parts &amp; toner does not include staple or paper supplies)</b>	
Cost Per Copy (No monthly minimum)	<b>.0065</b>

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**State of Utah  
Contract  
AR1651**



## Im6530 Digital Copier

### AR1651 Copier Equipment PD1652 Maintenance & Supplies

- Pages per month minimum: Up to 460,000
- Scan once, print many: Real digital not an analog
- First copy time: 3.2 Seconds
- Maximum original size: 11 x 17
- Minimum to maximum copy size: 5.5 x 8.5 x 11 to 11 x 17
- Zoom Range: 25% to 400% in 1% increments
- Minimum paper supply: 3,500 sheets capacity
- Paper weights: 17 to 110 lbs
- Drawers: Front loading and user adjustable
- Offset stacking output tray
- Resolution: 600 x 600 dpi
- Automatic document feeder or RADF: 100 sheet capacity
- Bypass tray: 100 sheet capacity
- Duplex: Automatic and stackless/trayless
- Automatic tray switching
- Multi position stapling

**Pricing includes, delivery, installation and training**

Equipment Configuration	Purchase Price
IM6530 – 65 Prints Per Minute	
32 MB Memory	
Electronic Document Handler	
Multi Position Finisher	
2 - 500 Sheet Drawers	
1 – 2,500 Sheet Tandem Drawer	<b>8,342.00</b>

Options	Purchase Price
Multi Position Finisher with Saddle Stitch	2,580.00
Punch Unit Option (2 & 3 Holes)	258.00
Post-fuser Insert Unit Option	498.00
Large Capacity External Paper Feeder (4,000 Sheets)	670.00
Controller/NIC/PCL6/PS3/Scan	1,600.00
AS400 Interface Kit	292.00

Equipment Maintenance Agreement (Includes all labor, parts & toner does not include staple or paper supplies)	
Cost Per Copy (No monthly minimum)	<b>.0065</b>

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**State of Utah  
Contract  
AR1651**



## Im8130 Digital Copier

### AR1651 Copier Equipment      PD1652 Maintenance & Supplies

- Pages per month minimum: Up to 500,000
- Scan once, print many: Real digital not an analog
- First copy time: 3.2 Seconds
- Maximum original size: 11 x 17
- Minimum to maximum copy size: 5.5 x 8.5 x 11 to 11 x 17
- Zoom Range: 25% to 400% in 1% increments
- Minimum paper supply: 3,500 sheets capacity
- Paper weights: 17 to 110 lbs
- Drawers: Front loading and user adjustable
- Offset stacking output tray
- Resolution: 600 x 600 dpi
- Automatic document feeder or RADF: 100 sheet capacity
- Bypass tray: 100 sheet capacity
- Duplex: Automatic and stackless/trayless
- Automatic tray switching
- Multi position stapling

**Pricing includes, delivery, installation and training**

Equipment Configuration	Purchase Price
IM8130 – 81 Prints Per Minute	
32 MB Memory	
Electronic Document Handler	
Multi Position Finisher	
2 - 500 Sheet Drawers	
1 – 2,500 Sheet Tandem Drawer	<b>12,456.00</b>

Options	Purchase Price
Multi Position Finisher with Saddle Stitch	2,580.00
Punch Unit Option (2 & 3 Holes)	258.00
Post Fuser Insert Unit Option	498.00
Large Capacity External Paper Feeder (4,000 Sheets)	670.00
Controller/NIC/PCL6/PS3/Scan	1,600.00
AS400 Interface Kit	292.00

Equipment Maintenance Agreement (Includes all labor, parts & toner does not include staple or paper supplies)	
Cost Per Copy (No monthly minimum)	<b>.0060</b>

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**State of Utah  
Contract  
AR1651**



**DL850 Digital Copier**

**AR1651 Copier Equipment      PD1652 Maintenance & Supplies**

- Pages per month minimum: 15,000
- Scan once, print many: Real digital not an analog
- First copy time: 6 Seconds
- Maximum original size: 11 x 17
- Minimum to maximum copy size: 5.5 x 8.5 x 11 to 11 x 17
- Zoom Range: 25% to 400% in 1% increments
- Minimum paper supply: 1,000 sheets capacity
- Paper weights: 17 to 24 lbs
- Drawers: Front loading and user adjustable
- Offset stacking output tray
- Resolution: Scan: 400 dpi, output: 600 dpi
- Automatic document feeder or RADF 50 sheet capacity
- Bypass tray: 50 sheet capacity
- Duplex Automatic and stackless/trayless
- Automatic tray switching
- Single position stapling

**Pricing includes, delivery, installation and training**

<b>Equipment Configuration</b>	<b>Purchase Price</b>
DL850 –85 Prints Per Minute	
128MB Memory	
20GB Hard Drive Memory	
Electronic Document Handler	
Multi Position Finisher	
2 - 550 Sheet Universal Drawers	
1 – 1,150 Sheet Universal Drawer	
Large Capacity Cassette (4,400 Sheets up to 12 x 18)	<b>14,342.00</b>

<b>Options</b>	<b>Purchase Price</b>
64 MB Copier Memory	236.00
128 MB Copier Memory	260.00
Finisher with Folder and Multi-Position Stapling	3,065.00
Z-Fold Unit	1,459.00
Trimmer Unit with Cable Set	3,805.00
Post-Engine Cover Insertion Unit	469.00
Tandem Copying Interface Kit	19.00
128MB Memory Upgrade	279.00
Fiery X5 Print Controller with FieryScan standard and Printer Interface Kit	
(External Fiery Controller with PCL6, PostScript 3, Ethernet NIC, 128MB Ram and 20GB HDD)	3,443.00
Fiery X5 DocBuilder Pro Software	1,594.00

<b>Equipment Maintenance Agreement</b> (Includes all labor, parts & toner does not include staple or paper supplies)	
Cost Per Copy (No monthly minimum)	<b>.0060</b>

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All copier pricing is F.O.B. destination with installation, training and initial "start up" supplies included (no separate charges).

Trade-in values for your existing copier(s) are to be negotiated on a case-by-case basis.

Relocation fees are variable and will be quoted on a case-by-case basis.

Contractor has demo models in their showroom.

**FOR IMAGISTICS MAINTENANCE AND SUPPLIES, PLEASE SEE STATE OF UTAH CONTRACT PD1652.**

FINET COMMODITY CODE(S):

60038000000 - COPYING MACHINES BOND PAPER (PLAIN) INCLUDING PARTS & ACCESSORIES

60040000000 - COPY MACHINES COATED OR TREATED PAPER TYPE INCLUDING PARTS AND ACCESSORIES

60042000000 - COPY MACHINES, LASER, INCLUDING PARTS & ACCESSORIES

60045000000 - COPY MACHINES, THERMAL TYPE INCLUDING PARTS & ACCESSORIES

60047000000 - COPY MACHINE ADD-ON ACCESSORIES

65550000000 - COPYING EQUIPMENT, INCLUDING SLIDE DUPLICATORS)

93927000000 - COPY MACHINE MAINTENANCE & REPAIR

98526000000 - COPY MACHINES (INCLUDING COST PER COPY TYPE LEASES) RENTAL OR LEASE

THIS CONTRACT COVERS ONLY THOSE ITEMS LISTED IN THE PRICE SCHEDULE. IT IS THE RESPONSIBILITY OF THE AGENCY TO ENSURE THAT OTHER ITEMS PURCHASED ARE INVOICED SEPARATELY. STATE AGENCIES WILL PLACE ORDERS DIRECTLY WITH THE VENDOR (CREATING A PG IN FINET) AND MAKE PAYMENTS FOR THE SAME ON A PV REFERENCING THE ORIGINAL PG. AGENCIES WILL RETURN TO THE VENDOR ANY INVOICE WHICH REFLECTS INCORRECT PRICING.

**63A-2-105 COPIER REQUEST FORM**  
**STATE OF UTAH**

SUBMIT TO: D.A.S., DIVISION OF PURCHASING AND GENERAL SERVICES  
3150 STATE OFFICE BUILDING,  
FAX: (801) 538-1193 OR (801) 538-3882

DEPARTMENT	ORGANIZATION	ADDRESS		
CONTACT PERSON	PHONE	FAX	DATE PREPARED	DATE NEEDED

**EXPLAIN THE CIRCUMSTANCES LEADING TO THE PURCHASE OF THE NEW COPIER**

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**MINIMUM SPECIFICATIONS (FUNCTIONS/FEATURES) OF THE NEW COPIER**

MULTI-COPY SPEED C.P.M	FIRST COPY SPEED SECONDS	FEEDER/DOCUMENT HANDLER TYPE	
MONTHLY VOLUME	COPY THROUGHPUT (PAPER SIZE AND WEIGHT)		
PAPER CAPACITY SHEETS	VARIABLE MAGNIFICATION %TO %	PRESENT REDUCTION/ENLARGEMNET	
DUPLEXING 1:2 2:2 2:1	COLLATING TYPE	STAPLING TYPE	POWER REQUIRMENTS
OTHER.....			
.....			
.....			

**COPIER SELECTED**

MAKE AND MODEL	VENDOR	CONTRACT NO.
PURCHASE PRICE \$	MAINTENANCE COST PER COPY	SUPPLY COST PER COPY

**CURRENT COPIER**

MAKE AND MODEL	DATE PURCHASED	PURCHASE PRICE \$
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WE HAVE REVIEWED THIS REQUEST AND DETERMINED IT WILL PROVIDE CLEAR BENEFIT TO THE STATE.

**X**

DIVISION DIRECTOR (SIGNATURE) \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

**X**

DEPARTMENT DIRECTOR (SIGNATURE) \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

☐ APPROVED

☐ ADDITIONAL RECOMMENDATIONS ATTACHED

\_\_\_\_\_  
DATE \_\_\_\_\_